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GENERAL SERVICES ADMINISTRATION  
WASHINGTON, D. C. 20405

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GSA BULLETIN FPMR B-9  
ARCHIVES AND RECORDS

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TO : Heads of Federal Agencies

SUBJECT: Transfer of Records to the Washington National Records Center

1. Purpose. This bulletin informs Federal agencies of new shipping and mailing addresses for transferring records to the new records center building located in Suitland, Maryland.

2. Expiration date. This bulletin expires June 30, 1968. ✓

3. Background. All records formerly sent to the Federal Records Center in Alexandria, Virginia, from the Washington Metropolitan area and Federal agencies in Region 3 (District of Columbia, Maryland, Virginia, and West Virginia) should now be sent to the Washington National Records Center.

4. Mailing address. The mailing address is:

Washington National Records Center  
General Services Administration  
Washington, D.C. 20409

5. Shipping address. Shipments by common carrier (not through postal channels) should show the street address of the Center as follows:

Washington National Records Center  
General Services Administration  
4205 Suitland Road  
Suitland, Maryland

6. Telephone inquiries. The telephone number of the Center is 301-440-7788 (IDS Code 157).

*Robert H. Bahmer*

ROBERT H. BAHMER  
Archivist of the United States

On file GSA release instructions apply.